

## PERSONNEL ACTIONS HISTORY REPORT INSTRUCTIONS

PEOPLE Soft

Home Worklist

Home > Administer Workforce > Administer Workforce (GBL) > Report > Personnel Actions History

Personnel Actions History

Find an Existing Value

Run Control ID:

☐ Case Sensitive

Search Clear Basic Search

Add a New Value

Follow the navigation at left.

Click Add a New Value (if running for the first time) or Search to find a previously created Run Control ID

PEOPLE Soft

Home Worklist

Home > Administer Workforce > Administer Workforce (GBL) > Report > Personnel Actions History

Personnel Actions History

Add a New Value

Run Control ID:

Add

Find an Existing Value

In Run Control ID: you can use something like your initials, then click Add.

Or if you searched, click the Run Control ID you want to use.

PEOPLE Soft

Home Worklist

Home > Administer Workforce > Administer Workforce (GBL) > Report > Personnel Actions History

Personnel Actions History

Run Control ID:  Report Manager Process Monitor Run

Language:

Report Request Parameters

From Date:   Show Components?

End Date:

Actions

First 1-4 of 4 Last

Hire	<input type="button" value="+"/>	<input type="button" value="-"/>
Rehire	<input type="button" value="+"/>	<input type="button" value="-"/>
Termination	<input type="button" value="+"/>	<input type="button" value="-"/>
Transfer	<input type="button" value="+"/>	<input type="button" value="-"/>

Enter From & End Dates.

Select the Actions you want to report:

Click the plus signs to add rows.

Then Click the Save at the bottom of the screen and then click Run.

PEOPLE'Soft

Home Worklist

Home > Administer Workforce > Administer Workforce (GBL) > Report > Personnel Actions History

**Process Scheduler Request**

User ID: kpurdy Run Control ID: xy

Server Name: [Dropdown] Run Date: 01/06/2004 [Calendar]

Recurrence: [Dropdown] Run Time: 3:37:56PM

Time Zone: [Dropdown] [Reset to Current Date/Time]

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Personnel Actions History	PER015	SQR Report	Web	PDF

OK Cancel

Make sure this screen says Type "Web" and Format "PDF" for the best format for a printed report.

Then click OK.

PEOPLE'Soft

Home Worklist

Home > Administer Workforce > Administer Workforce (GBL) > Report > Personnel Actions History

Personnel Actions History

Run Control ID: xy Report Manager Process Monitor Run

Language: English Process Instance: 14875

**Report Request Parameters**

From Date: 01/01/2003 [Calendar] ☐ Show Components?

End Date: 12/31/2003 [Calendar]

**Actions** First 1-4 of 4 Last

Hire	[+]	[-]
Rehire	[+]	[-]
Termination	[+]	[-]
Transfer	[+]	[-]

You'll be returned to this screen. Click Process Monitor.

PEOPLE'Soft

Home Worklist

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List Server List

View Process Request For

User ID: kpurdy [Search] Process Type: [Dropdown] Last: 1 Days [Refresh]

Server Name: [Dropdown] Process Instance: [Dropdown] to [Dropdown]

☐ View Job Items ☒ Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
14875	SQR Report	PER015	kpurdy	01/06/2004 3:37:56PM CST	Posting	<a href="#">Details</a>
14868	SQR Report	PER015	kpurdy	01/06/2004 2:54:55PM CST	Success	<a href="#">Details</a>
14859	SQR Report	PER015	kpurdy	01/06/2004 2:43:01PM CST	Success	<a href="#">Details</a>
14852	SQR Report	PER010	kpurdy	01/06/2004 2:37:00PM CST	Success	<a href="#">Details</a>
14824	SQR Report	PER015	kpurdy	01/06/2004 11:41:35AM CST	Success	<a href="#">Details</a>

Click "Refresh" until

Run Status says 'Success'

Then click "Details" to get to the next screen.

**PEOPLE**  
*Soft*

Home

Home > PeopleTools > Process Monitor > Inquire > Process Requests

### Process Detail

**Process**

**Instance:** 14875      **Type:** SQR Report  
**Name:** PER015      **Description:** Personnel Actions History

**Run**      **Update Process**

**Run Control ID:** xy      ☐ Hold Request  
**Location:** Server      ☐ Queue Request  
**Server:** PSNT      ☐ Cancel Request  
**Recurrence:**      ☐ Delete Request  
                                 ☐ Restart Request

**Date/Time**      **Actions**

**Request Created On:** 01/06/2004 3:41:28PM CST      [Parameters](#)      Transfer  
**Run Anytime After:** 01/06/2004 3:37:56PM CST      [Message Log](#)  
**Began Process At:** 01/06/2004 3:41:40PM CST      Batch Timings  
**Ended Process At:** 01/06/2004 3:43:23PM CST      [View Log/Trace](#)

Click "View Log/Trace"

**Report/Log Viewer**

**Instance:** 14875      **Type:** SQR Report  
**Name:** PER015      **Run Cntl ID:** xy  
**Status:** Success      **Submitted By:** kpurdy  
**Server:** PSNT      **Recurrence:**

### Personnel Actions History

Name	Size	CreationDate
<a href="#">Trace File</a>	344 bytes	Tue Jan 06 15:41:40 2004
<a href="#">PER015_14875.PDF</a>	639175 bytes	Tue Jan 06 15:42:52 2004
<a href="#">Message Log</a>	1507 bytes	Tue Jan 06 15:41:40 2004

Finally, click on the \_\_\_\_\_.PDF file link to load the report in your adobe viewer.